



# **Roseville Coalition of Neighborhood Associations**

## **POLICIES AND PROCEDURES—SCHOLARSHIP COMMITTEE**

### **Roseville Coalition of Neighborhood Associations (RCONA) Sue Hallahan-Cook and Robert Sanchez Scholarship Fund**

In 2017, RCONA started its Scholarship Fund as a way to give back to the student volunteers who have so generously donated their time participating with RCONA and Neighborhood Association (NA) events over the years. Each January, as volunteers are recruited for RCONA Standing Committees, members for the RCONA Scholarship Committee (RSC) will meet and select a Chairperson.

The following procedures will assist in the selection and awarding of these scholarships.

#### **PART I – Eligibility List & Selection Process**

| <b>Responsible Party</b> | <b>Step</b> | <b>Action</b>  |
|--------------------------|-------------|--|
| RCONA/NA Members         | 1.          | At the completion of any RCONA or NA event where student volunteers are used, submit their names and information to the NA President. If the student is related to a member of the NA/RCONA member submitting the names, a separate confirmation of the member's volunteer service must be submitted in support of that service. |
| RSC Designee             | 2.          | Add names submitted from NAs or RCONA chairpersons to the SC Eligibility Database. High School Seniors residing or attending a school within the RJHSD who have participated in NA/RCONA or community service events would be eligible for consideration for an RCONA Scholarship.   |

|                             |    |  |
|-----------------------------|----|--|
| RSC Chairperson or Designee | 3. | <ul style="list-style-type: none"> <li>• Establish number and amount of scholarships to be awarded for the current year based upon contributions raised. (Per Fundraising section.)</li> <li>• Coordinate with the High School College Career Center staff prior to the end of school for procedures for scholarship eligibility.</li> </ul> |
| High School Career Center   | 4. | Submits copy of student applications meeting RSC requirements to RSC Chairperson/designee for RSC selection process.   |
| RSC Chairperson             | 5. | <ul style="list-style-type: none"> <li>• Confirm all applications have been received with High School/Career Center.</li> <li>• Set RSC meeting to review applications, distribute scanned copies or prepare hard copies of applications to committee members as needed.</li> </ul>  |
| RSC members                 | 6. | <ul style="list-style-type: none"> <li>• RSC reviews applications and qualifies candidates based upon RCONA criteria.</li> <li>• Determine best candidates according to number of awards to be given out.</li> </ul>   |
| RSC Chairperson             | 7. | <ul style="list-style-type: none"> <li>• Sends approved names of finalists to High School/Career Center.</li> <li>• Send copies to RCONA Treasurer for final award process.</li> <li>• Coordinate with high schools for their award ceremonies and pass info to RCONA Board for interest.</li> </ul>   |

| <b>Part II</b>                    | <b>Step</b> | <b>Award Presentation</b><br><br><b>Action</b>  |
|-----------------------------------|-------------|---|
| RSC<br>Chairperson<br>or Designee | 1.          | <p>Prepare for award presentation:</p> <ul style="list-style-type: none"> <li>• Arrange date with RCONA E-Board to be on RCONA agenda to present award winners.</li> <li>• Contact award winner with invitation to appear, follow up with by email or letter. Letter should address requirements to submit verification of enrollment and school schedule for RCONA Treasurer for final release of funds.</li> <li>• Prepare Award Certificates for students.</li> <li>• Email award certificates to students and present a hard copy if they attend the presentation.</li> </ul> |
| RCONA<br>President                | 2.          | Add Award Presentation to RCONA Board Agenda.   |
| RSC<br>Chairperson<br>or Designee | 3.          | Award presentations at RCONA Board meeting. Have parties sign attendance sheet (correct spelling of names for minutes) /introductions/presentations/ etc. Remind student to submit verification documents to RSC Chairperson.   |
| RCONA<br>Treasurer                | 4.          | When verification received from applicant via the RSC Chairperson, the RCONA Treasurer issues check in the amount previously designated per RSC Chairperson. If any questions, follow-up with RSC Chairperson.  |

### **PART III – Fundraising**

A separate account for the RCONA Scholarship Fund will be established and maintained by the RCONA Treasurer. An ongoing account ledger will be established to log in all income, and a monthly Scholarship Fund report submitted with the RCONA Treasurer's Report each month.

| <b>Responsible Party</b>                    | <b>Step</b> | <b>Action</b>  |
|---|-------------|--|
| RSC<br>Chairperson<br>And members           | 1.          | Raise designated contributions for Scholarship Fund: <ul style="list-style-type: none"><li>• Coordinate with Fundraising Committee Chairperson or Designee for current fundraising methods to raise designated funds for Scholarship Funds. Help raise funds through independent events, such as Movie in the Park movie raffles</li></ul>   |
| RSC and/or<br>Fundraising<br>Chair/Designee | 2.          | As designated donations are raised for Scholarship Fund, notify the RCONA Treasurer as funds are committed to or raised on site.   |
| RCONA<br>Treasurer                          | 3.          | Monitor donations: <ul style="list-style-type: none"><li>• Provide financial reports as may be requested by potential contributors.</li><li>• Log in donations received or committed to as notified by RSC/Fundraising.</li><li>• Issue W-9 or Invoices as requested.</li><li>• Send Receipts to contributors upon receipt of all donations (except undesignated collections like Movie in the Park raffle).</li></ul> |
|   |             |  |

Revised January 2022